

## **LEAG Mission and Structure**

### **June, 2007**

#### **Lead Entities**

Lead Entities were created by Washington State in 1998 to develop locally prioritized salmon recovery habitat project lists for their area that are consistent with a scientifically sound salmon recovery strategy and are supported by the local community. There are currently 27 state recognized lead entities contracted through the Washington Department of Fish and Wildlife to facilitate a salmon habitat project identification and prioritization process for the one or more watersheds that make up their local lead entity area. In addition to developing salmon habitat project lists, lead entities work with their local community to build support for local salmon recovery projects and work with their technical teams to develop and improve their scientific salmon habitat strategy. For those lead entities in a regional salmon recovery plan area they also work with their region to ensure that their process and projects are consistent with that plan.

#### **LEAG Mission and Purpose Statement**

The Lead Entity Advisory Group supports the Lead Entity Program by serving as a forum for discussing lead entity issues and improving the communication between lead entities and the Salmon Recovery Funding Board (SRFB), the Office of the Interagency Committee (IAC), the Department of Fish and Wildlife (WDFW), the Governor's Salmon Recovery Office, other state agencies, the Council of Salmon Recovery Regions, and other interested groups.

In addition, LEAG should seek to:

- Represent the interests of LEs statewide
- Actively advise agencies on LE issues
- Encourage LE's to reach consensus on recommendations of importance to LE's
- Promote the LE Program
- Foster stronger relationships between LE & other programs
- Communicate all LE voices to SRFB/WDFW
- Facilitate the interchange of information among LEs
- Assist LEs by supporting mentoring or training opportunities

#### **LEAG Membership:**

LEAG is made up of one representative from each of the lead entities across the state. Each lead entity shall appoint a LEAG representative and alternate for their lead entity. Lead entity representatives and alternates can be, but are not limited to, lead entity coordinators, citizen committee members, technical committee members, or watershed stewards. New LEAG members begin their terms on the first LEAG meeting of the new state fiscal year (fiscal year begins July 1). LEAG member positions may be filled as vacancies arise in addition to the beginning of a state fiscal year.

Expectations for LEAG members:

- Members are encouraged but not expected to attend all LEAG meetings.
- Members are expected to review all LEAG agendas and minutes to stay informed on what LEAG is doing and to communicate to LEAG about issues that are important to their lead entity.

### LEAG Leadership:

LEAG Executive Committee: This committee shall be composed of 9 of the LEAG members. LEAG Executive Committee members must include one member from each of four areas across the state (the Coast, the Puget Sound, the Columbia Basin and the Northeast) and five (5) at-large members. At no time should the Executive Committee consist of more than four (4) members from any one area. LEAG Executive Committee members serve three year terms. Executive Committee members are nominated for any open positions by LEAG members at the last LEAG meeting of the state fiscal year. There must be, at minimum, a quorum (more than half of the LEAG membership) of the LEAG membership voting and successful candidates must have a majority of votes to be elected. LEAG members who cannot attend the election meeting can give their vote by proxy to another LEAG member who will be present. The nominated members are submitted to the Director of the Washington Department of Fish and Wildlife (WDFW) for appointment. The Director may accept or reject the nominated slate. If the Director rejects the slate the LEAG members will nominate a new slate at their next meeting for the Director's review. All 9 Executive Committee members should not be replaced at one time but as positions open up.

Expectations for LEAG Executive Committee:

- Executive Committee members are expected to attend all LEAG meetings. If two or more meetings in a year are missed, the LEAG members may choose to nominate a replacement for appointment by the Director using the same process outlined above.
- Executive Committee members may be called upon to assist the LEAG Chair in developing a LEAG recommendation that is necessary before the next LEAG meeting.
- Executive Committee members are expected to try to represent the views of lead entities across the state.
- Executive Committee members shall be reimbursed for travel and per-diem costs while attending LEAG related functions. Travel and per-diem reimbursement is contingent upon the availability of WDFW funds.

LEAG shall have a Chair, Past Chair, and Vice Chair. Each of these positions shall serve a one year term, at the discretion of LEAG members. Elections for Chair and Vice-Chair are held on the first LEAG meeting of the new fiscal year. Candidates for these positions must already be members of the LEAG Executive Committee. There must be, at minimum, a quorum (defined as more than half of the LEAG membership) of the LEAG membership voting and successful candidates must have a majority of votes to be elected.

LEAG's Chair is responsible for presiding over LEAG meetings, developing LEAG agendas (in consultation with other LEAG members and the LEAG coordinator) and overseeing the development and issuance of LEAG recommendations and action items. In public settings the Chair presents viewpoints consistent with policy and direction set by LEAG and reports back to LEAG members about the nature and content of presentations. The Chair has signatory authority for LEAG opinions and other communications and is the default representative of LEAG at SRFB meetings. The Chair is by default a member of any LEAG subcommittee.

LEAG's Vice-Chair is responsible for assuming Chair duties when the Chair is not available. The Vice-Chair will assist in review of summary minutes from LEAG meetings. The Vice\_Chair may also assist the Chair in agenda development and in overseeing LEAG action items.

LEAG's Past Chair is available for consultation from the current Chair and Vice-Chair and is responsible for ensuring there is continuity in LEAG leadership and activities.

### LEAG Coordinator

The LEAG Coordinator will be a Department of Fish and Wildlife employee designated by the Director. The Coordinator shall assist in the development of LEAG agendas (working with the Chair and other LEAG members), , create summary meeting notes, and coordinate meetings/activities. The Coordinator performs other duties as agreed to by LEAG and the Department, including, but not limited to drafting reports, and writing summary notes for LEAG subcommittee meetings (will be determined on an as needed basis), coordinating activities, disseminating information, facilitating communication and formulating issues. Materials submitted to LEAG are directed and organized through the LEAG Coordinator.

### Other Agency Staff

SRFB staff, as well as the Dept of Ecology, Dept of Natural Resources, the Governor's Salmon Recovery Office, Department of Transportation, Dept of Agriculture, and the Conservation Commission are encouraged to attend and participate in LEAG meetings and activities. SRFB requests for LEAG comments or input have a high priority in the agenda setting process.

### LEAG Meeting Guests

LEAG functions are open meetings. Guests are welcome to attend and to participate in discussions.

### Decision-making

A LEAG recommendation on a topic relevant to lead entity business may be requested by the WDFW, the SRFB, IAC, a LEAG member, or other party. Such request shall be in writing and submitted to the Chair and the LEAG Coordinator four weeks in advance of a LEAG meeting. The Chair in consultation with other LEAG members and the LEAG coordinator, shall decide whether to seek a LEAG recommendation. A consensus based decision making process will be used as outlined below:

Any LEAG member may suggest a recommendation for LEAG to consider. Once a recommendation is suggested LEAG will have a discussion about the recommendation then a call for consensus will be made by the LEAG Chair. The following options will be available for each LEAG member to express their opinion on the recommendation:

1. Endorsement (I like it)
2. Endorsement – with minor contention (I basically like it)
3. Agreement with reservations (I can live with it)
4. Stand aside (I don't like it but I don't want to stop it)
5. Block – I can't live with it.

A LEAG recommendation will go forward with the number of 1's, 2's, 3's, and 4's noted in the meeting record unless a member chooses option 5 to block the recommendation. If a member wishes to block the recommendation the Chair and other LEAG members must try to find a new recommendation that the member will not block. If no consensus can be reached on a LEAG recommendation then lead entities may express their opinion but no LEAG recommendation will go forward. LEAG members may give their consensus vote by proxy to another LEAG member that will be attending the meeting. However, LEAG members may only block a recommendation at a LEAG meeting if they are present at that meeting.

When the LEAG Chair is communicating the results of a LEAG recommendation to others they should include the number of LEAG members who participated in making the recommendation and the number of 1's, 2's, 3's and 4's.

If a LEAG recommendation is requested under a very short-time frame the LEAG Chair may call on the Executive Committee to assist the Chair in formulating a recommendation. At least five of the Executive Committee members must be willing to allow the recommendation to go forward for it to become a LEAG recommendation. Any Executive Committee member can choose to block the recommendation if they feel strongly about it. Every reasonable effort should be made by the LEAG Chair and Executive Committee to solicit opinions from other LEAG members before making a LEAG recommendation.

### LEAG Agendas

The Chair, in consultation with LEAG members and the LEAG Coordinator, decides upon the specific agenda items for a given meeting. The LEAG Coordinator physically creates and distributes the agenda, first to the LEAG Chair and Vice-Chair for review, then to all LEAG members, and other interested parties as an information service.

Requests for agenda time for a particular LEAG meeting should be four weeks in advance of the LEAG meeting. Documents requiring review prior to the LEAG meeting must be submitted to the LEAG Coordinator at least two weeks (preferably three) before the meeting. LEAG agendas shall designate between action and discussion items. The LEAG Coordinator shall create summary meeting notes and distribute these to the Chair and Vice-Chair within two weeks of each meeting. The Chair and Vice-Chair shall have one week to provide comments. Summary meeting notes will then be distributed to all LEAG members and other interested parties as an information service.